

JERWIN R. ANINAO
Brgy. Badiang Jaro, Leyte
09934279065
jerwin.aninao@vsu.edu.ph
February 07, 2025

Accounting Office
Visayas State University
Baybay City, Leyte

SUBJECT: Application for Permanent Position

Dear Sir Nick Freddy R. Bello,

I am writing to express my interest in applying for a regular position at the Visayas State University, Baybay City. As a dedicated professional currently serving as an Admin Aide III (JO) in the Accounting Office, I have gained extensive experience in coordinating over 10,377 students' assessments and managing their account services. With my dedication to learn and to sharpen my skills in financial transaction, record-keeping, and student account management, I am eager to continue contributing to the university in more permanent capacity.

In my 5 months of working at the Accounting Office, I have developed a deep understanding of student financial processes, Billing and coordination between departments to ensure smooth account management. My role has allowed me to refine my skills and customer service, data organization, and problem solving, which are crucial in maintaining the efficiency and integrity of student account services. Additionally, passing the Civil service exam professional level has further strengthened my qualifications and commitment to public service.

I am particularly drawn to this opportunity because of my passion, determination and commitment to providing excellent service to students and to the university. I'm eager to leverage my experience and skills in regularized role that will allow me to contribute more effectively to the university's goals.

Thank you for your consideration, God bless you!

Sincerely,

Jerwin R. Aninao